

# Mid-States Concrete Industries

## Job Description

Position Title: Project Lead  
Reports to: Design Manager

### **Job Summary**

The main responsibility of the Project Lead is to ensure Customers have a positive experience with every interaction at Mid-States Concrete. Other responsibilities for this role will include: main customer point of contact for drawing approvals, resolving Request for Information (RFIs), managing change orders, maintaining schedules, keeping the projects on schedule/within budget and also keeping both internal and external customers informed of all phases of each project.

### **Duties & Responsibilities**

- Maintains scope and specification of project as defined by proposal and contract.
- Manages the Change Orders process.
- Obtains price from Mid- States Estimating Team and obtains approval from the customer.
- Primary point of contact for whomever at the customer is the final approver, or has approval authority, of the project.
- Follows up with Design Manager to ensure Shop drawings (drawing packets) are completed on time and detailing is released.
- Responsible for getting customer approval of Shop drawings (drawing packets).
- Conducts the initial architectural and structural drawing review with Project Manager.
- Obtains the original schedule from Preconstruction Sales and communicates that schedule to the customer.
- Immediately communicate schedule changes to the customer and to any internal Mid-States teams who are impacted by the changes.
- Coordinates and seeks answers on Request for Information (RFIs).
- Responsible for Shops (drawing packet) Out for Approval (OFA) review and timely submittal to customer.

- Maintains and communicates project status of all projects with the Mid-States team.
- Coordinates initial and final engineering calculations and stamped plans.
- Obtains sample approvals from either the customer or an internal Mid-States employee, depending on the project.
- Ensures materials with long lead times are ordered through the purchasing procedure and scheduled to arrive when needed.
- Communicates regularly with Project Management on all phases of a project.

**Minimum Requirements:**

- College degree and/or equivalent work experience or combination of; 4-6 years of Project Management experience. Knowledge of the precast concrete industry a plus.
- Must be proficient with Microsoft office software. Specifically, Outlook, Word and Excel.
- Excellent communication (verbal and written) and organizational skills.
- General understanding of construction processes, architectural drawings and details.
- Must have strong demonstrated leadership skills and be able to gain cooperation with those who do not directly report to you.
- Must be able to take initiative to seek the information that is needed for projects.

**Physical Requirements:**

- Must be able to sit and/or stand for long periods of time at the computer, desk, or in meetings.
- Must be able to walk around the production floor and/or construction site.
- Ability to lift up to 35 lbs.